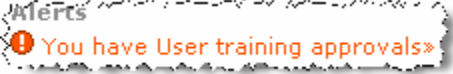

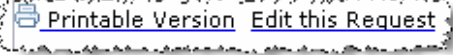








The following steps will allow you to review, edit, and approve subordinate Learning Requests.

Step	Action	Look For
1.	Select the “ You have User training approvals ” alert from your AgLearn Home page.	
2.	Locate and select the Title of the Internal or External Request.	
3.	Review the details of the request. If the request is an External Request (SF-182), you may choose to Print or Edit .	
4.	After reviewing the details of the request, use the application’s Back link to return to the Pending Reviews and Approvals page. NOTE: Do not use the Back button built into your browser.	
5.	From the corresponding Action column, select Approve or Deny . If you have multiple approvals, you may also use the Approve All/Deny All options.	
6.	Select Next .	
7.	Enter an Approval or Denial Reason. This information can be particularly helpful to your subordinates when you are denying a request.	
8.	Select Next .	
9.	Review the details of the action you are taking and select Confirm .	
10.	Check for error messages when the Status is displayed. The message shown to the right indicates that you have successfully approved the request.	